



International
Civil Aviation
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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-NE57 — **E.OSG - NACC73290**

15 May 2018

To: States, Territories and International Organizations

Subject: Change of dates to the Eighth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/08)
Ottawa, Canada, 31 July to 2 August 2018

Action

Required:

- 1) Transmittal by States of any additional items to the Provisional Agenda by 15 June 2018;
- 2) Submission of documentation by the deadlines provided in this letter
- 3) Register participation by 20 July 2018

IMPORTANT

Sir/Madam,

Further to my invitation letter ref. E.OSG - NACC73017 dated 3 May 2018, please note that the date of the meeting has changed. The NACC/DCA/08 meeting will now be held from **31 July to 2 August 2018** at the same venue. Please excuse the inconvenience that this may cause.

The revised Provisional Agenda of the meeting/event is at **Attachment A**. States wishing to submit proposals for the addition of items should do so by **15 June 2018**. Panel sessions are included to be led by the Directors on relevant aviation matters. States wishing to be moderators of panels should propose so as soon as possible. Please also note that the Seventh Meeting of the RLA/09/801 Multi-Regional Civil Aviation Assistance Programme (MCAAP) Project Steering Committee (RLA/09/801 PSC/7) is scheduled for the afternoon of 1 August 2018.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **20 July 2018**.

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General Information is at **Attachment C**. Note that deadline for hotel reservations is now **6 July 2018**. Participants are encouraged to make reservations directly with the hotel in a timely manner. If you need local assistance please contact Ms. Shannon Wright, Senior Advisor, International Aviation, Transport Canada (Email: Shannon.Wright@tc.gc.ca Telephone: +1 613-949-1459) who can provide local information or assistance with making hotel reservations, if required.

All meeting documentation will be placed in the Meetings Section of the following web page: <https://www.icao.int/NACC/Pages/meetings.aspx?year=2018&cM=05&cY=2018> as it becomes available. Taking into consideration the availability of documentation in electronic format, no hard copies will be distributed during the event.

Documentation that your Administration/Organization may wish to submit/present at the meeting should be forwarded to this office by e-mail as soon as practicable in Microsoft Word format using the attached templates. Working papers should be brief, action-oriented, and focused with a four-page limit excluding any appendices.

Only working papers **received** by this office by **22 June 2018**, submitted by States/Territories, will be translated to ensure timely processing. Working papers received in this office **after** that date will have to be submitted in both languages. Otherwise, they will become Information Papers. Information papers will only be issued in the language submitted. Papers received from international organizations will not be translated and will be issued only in the language submitted. The deadline to receive papers is **13 July 2018**. The deadlines for submission of documentation for translation will be strictly enforced. You are encouraged to submit documentation in both meeting languages (i.e., English and Spanish).

If you require any further information regarding the meeting, please contact Mr. Julio Siu, Deputy Regional Director (jsiu@icao.int) or Mrs. Claudia Riva-Palacio, Assistant, (criva-palacio@icao.int).

Accept, Sir/Madam, the assurances of my highest consideration.

A digital signature in blue ink, overlaid on a circular blue stamp. The stamp contains the text 'OACI - ICAO' and 'NACC'. The signature is written in a cursive style.

Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure: *A – Provisional Agenda Rev., B – Registration Form Rev. , C – General Information Rev., D- Working Paper, E- Information Paper, F- Appendix to paper*

**APPENDIX A
PROVISIONAL AGENDA REV.**

- Agenda Item 1: Adoption of the Provisional Agenda and Schedule**
- Agenda Item 2: Follow-up on Valid Conclusions and Decisions from NACC/DCA and Regional Implementation Groups Meetings**
- Agenda Item 3: ICAO Business Plan for the 2020-2022 Triennium**
- Agenda Item 4: Accountability Report of the ICAO NACC No Country Left Behind (NCLB) Strategy**
- Agenda Item 5: Global Aviation Needs and Challenges**
- Agenda Item 6: NAM/CAR Regional Safety/Air Navigation/Aviation Security Implementation**
- Agenda Item 7: Environmental Protection/Air Transport Matters**
- Agenda Item 8: ICAO 13th Air Navigation Conference and 40th Assembly**
- Agenda Item 9: Other Business**

PROVISIONAL AGENDA REV.**EXPLANATORY NOTES****Agenda Item 1: Adoption of the Provisional Agenda and Schedule**

Under this agenda item, the Meeting shall elect a Chairperson, review the agenda and schedule, and adopt them. The objectives and overall expectations of the meeting will be presented.

Agenda Item 2: Follow-up on Valid Conclusions and Decisions from NACC/DCA Meetings and Regional Implementation Groups

Under this agenda item, the Meeting will conduct a follow-up review of valid conclusions and decisions of NACC/DCA meetings, highlighting their impact on the States' and Region's aviation safety, air navigation and security implementation. Moreover, the Meeting will be informed of the relevant conclusions that the NAM/CAR implementation groups are carrying out towards the development of the region's aviation activity.

Agenda Item 3: ICAO Business Plan for the 2020-2022 Triennium

Under this Agenda Item, ICAO will present the Draft ICAO Business Plan for the 2020-2022 Triennium, focused on ICAO's main strategic objectives and the aviation priorities. This document is the foundation for the planning of activities and resource allocation as reflected in the ICAO Operating Plan and results-based Regular Programme Budget, and represents a joint endeavour between the Council and the Secretariat.

Agenda Item 4: Accountability Report of the ICAO NACC No Country Left Behind (NCLB) Strategy

The Secretariat will provide its Annual Accountability Report 2017-2018 in accordance with the NACC NCLB Strategy, including:

- 4.1 Economic and social impact of aviation in the NAM/CAR Regions
- 4.2 Status of targets of safety, security and of the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (NAM/CAR RPBANIP)
- 4.3 Analysis and Status of the Effective Implementation of the States' Safety Oversight Systems [in relation with the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA)]
 - 4.3.1 Universal Safety Oversight Audit Programme (USOAP) Effective Implementation (EI) status
 - 4.3.2 National Continuous Monitoring Coordinators (NCCMC) meeting results
 - 4.3.3 Project for the resolution of the Haiti Significant Safety Concern (SSC)

- 4.4 Regional safety initiatives:
 - 4.4.1 Regional Aviation Safety Group—Pan America (RASG-PA)
 - 4.4.2 Regional Aviation Accident Investigation Group (GRIAA)
 - 4.4.3 Caribbean Regional Accident Investigation Organization (RAIO-C)
- 4.5 Safety and Air Navigation Services (ANS) Improvements/Developments and Achievements
 - 4.5.1 Major achievements in ANS
 - 4.5.2 Resolution of air navigation deficiencies
- 4.6 Status of Aerodrome Certification and Runway Safety Teams (RST)
- 4.7 Aviation Security (AVSEC) and Facilitation (FAL): Review of National Security Programmes and Aviation Security State Improvement Plan (SIPs)
- 4.8 ICAO outreach for government and non-government third parties funding to support State/region aviation development
- 4.9 NAM/CAR Regional Training Centres outcomes

Under this agenda item, States are invited to share their experience/benefits and impact of assistance of the ICAO NACC NCLB Strategy. The sustainability framework for States to maintain their effective Level of Implementation to comply with ICAO SARPs will be reviewed.

Agenda Item 5: Global Aviation Needs and Challenges

Under this agenda item, the Meeting will discuss the impact on States derived from the last updates on the Global Air Navigation Plan (GANP), Global Aviation Safety Plan (GASP) and the proposed Global Aviation Security Plan (GASeP), and other recent aviation, global safety, Air Navigation Services (ANS), security and air transport issues.

Agenda Item 6: NAM/CAR Regional Safety/Air Navigation/Aviation Security Implementation Matters

Under this agenda item, several discussions on key topics of the three aforementioned fields will be organized to allow the Meeting to align views, clarify implementation matters and share common best practices. Among those matters, the following are highlighted: the new NAM/CAR Regional SSP Implementation Strategy; the update of the NAM/CAR Regional Performance-Based Air Navigation Implementation Plan (RPBANIP); assessment of cyber threats against civil aviation and mitigation measures; and the organization in ICAO Headquarters of the AVSEC Week with the events scheduled of the AVSEC 2018 Symposium and the 2nd High Level Conference on Aviation Security (HLCAS/2) from 26 to 30 November 2018. States are invited to indicate their interest to cover CAA management improvements topics. Two panels will be prepared to discuss and exchange experiences in this regard.

Agenda Item 7: Environment Matters/Air Transport Matters

Under this agenda Item, latest matters on Aviation Environment will be discussed including Market-based measures (MBM), States' Action Plans on CO2 Emissions Reduction Activities, State/region Implementation Status and Benefits Report and NCLB support/assistance approach for the next triennium. The latest air transport matters will be discussed, including Statistics and Air Transport Agreements.

Agenda Item 8: ICAO 13th Air Navigation Conference and 40th Assembly

A follow-up and preparation for the two major aviation events for the ICAO State Members will be made to exchange views and join support in benefit of the regional aviation development.

Agenda Item 9: Other Business

Under this agenda Item, other matters will be discussed, such as the Outstanding State Contributions to ICAO, the next NACC/DCA venue and dates, and others as the Meeting may suggest.

APPENDIX C
General Information REVISED
Eighth Meeting of the North American, Central American and Caribbean Directors of Civil Aviation (NACC/DCA/08)

Ottawa, Canada, 31 July to 2 August 2018

Suggested Hotel:

Lord Elgin Hotel
100 Elgin Street
Ottawa, ON K1P 5K8

Meeting Venue:

Lord Elgin Hotel – Pearson Room
100 Elgin Street
Ottawa, ON K1P 5K8

Hotel Information

Special rates have been arranged for **NACC/DCA/08** participants at the Lord Elgin Hotel. The hotel does not provide an airport shuttle service; taxi fare from the Ottawa International Airport to the Lord Elgin Hotel is approximately \$40.00 one way.

The hotel cost per night is approximately \$150.00 US + applicable taxes.

These rates are guaranteed for reservations made prior to **July 6th, 2018**.

For reservations, contact the hotel directly, Telephone: Toll-free 1-800-267-4298 e-mail: groups@lordelgin.ca and mention: **Transport Canada**

Any reservations that are changed or modified within 7 days of the arrival date will be charged the full cost of the original booking.

If assistance is required with the reservation at this hotel, please contact:

Ms. Shannon Wright
Senior Advisor, International Aviation, Transport Canada
Email: Shannon.Wright@tc.gc.ca Telephone: +1 613-949-1459

Visa Information

If a meeting invitation letter is required for a visa or information about visa procedures is needed, please contact:

Ms. Shannon Wright
Senior Advisor, International Aviation, Transport Canada
Email: Shannon.Wright@tc.gc.ca Telephone: +1 613-949-1459

To help you enjoy your visit, here is a link to Ottawa's tourism site:

<http://www.ottawatourism.ca/en/>
<https://byward-market.com/en/home/>
